

PURPOSE

The purpose is to establish the policy and procedure for the Michigan Department of Health and Human Services (MDHHS) to ensure the availability of all MDHHS medium and high risk Electronic Protected Health Information (ePHI).

REVISION HISTORY

Issued: 11/02/2006
Revised: 01/01/2016
Reviewed: 01/01/2017
Next Review: 01/01/2018

DEFINITIONS

ePHI is the acronym for Electronic Protected Health Information. It is Protected Health Information that is transmitted or maintained in electronic form.

PHI is the acronym for Protected Health Information. It is information that can identify a person and contains health related data pertaining to that person.

Workforce Member means employees, volunteers and other persons whose conduct, in the performance of work for a covered entity, is under the direct control of such entity, whether or not they are paid by the covered entity. This includes full and part time employees, affiliates, associates, students, volunteers and staff from third party entities who provide service to the covered entity.

POLICY

It is the policy of the MDHHS to ensure the availability of all MDHHS medium and high risk ePHI by following implemented backup procedures.

PROCEDURE

Division Director or Section Supervisor/Manager

It is the responsibility of the division director or section supervisor/manager to establish and implement a data backup procedure to create and maintain retrievable copies of ePHI.

Workforce Member

Data backup procedures must be tested on a periodic basis to ensure that exact copies of ePHI can be retrieved and made available.

All media used for backing up ePHI must be stored in a physically secure environment such as a secure, offsite storage facility. For disaster recovery purposes, if backup media remains on site, it must be stored in a physically secure location different from the location of the computer system it was used to backup.

If using an offsite storage facility or backup service, a written contract or Business Associate Agreement must be used to ensure that the business associate will safeguard the ePHI in an appropriate manner.

REFERENCES

45 CFR 164.308(a)(4)

CONTACT

For additional information concerning this policy and procedure, contact the MDHHS Compliance Office at MDHHSPrivacySecurity@michigan.gov.